

Software Quality Requirements Management Process (RMP) Checklist

Date(s) of Assessment: _____ Project: _____
 Assessor(s): _____ Process Assessment: _____

		Y, N, NA	F, O	Comments
ASSESSMENT PREPARATION				
1	Have standards been identified to clearly define the process assessment?			
2	Were guidelines used to prepare for the assessment?			
3	Has the project submitted any request for deviations or waivers to the defined process?			
4	Have entrance and exit criteria been established for the assessment?			
5	Were the appropriate stakeholders in attendance?			
MANAGING REQUIREMENTS				
6	Is there an approved set of requirements?			
7	Are the requirements for the project under configuration management (CM) control?			
8	Is there a process for analyzing requirements for a project?			
9	Does the process have a distribution list for requirement reviewers?			
10	Does the process have a return or need information date for responses?			
11	Does the process have a format for reviewers to provide input for cost or schedule information?			
12	Have adequate resources and funding been provided for managing the requirements?			

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13	Is there evidence that software requirements have been reviewed by software managers & other affected groups (i.e., test, systems engineering, QA, CM, etc.)?			
14	Is there evidence that the members of the software development, engineering, and other software-related groups have been trained to perform their requirement management activities?			
15	Is there evidence that the software group uses the allocated requirements as the basis for software plans, work products, and activities?			
16	Is there evidence that measurements have been made and used to determine the status of the activities for managing requirements?			
17	Is there a Requirements Management Tool used for managing and tracing requirements (e.g., DOORS, ReqPro, etc.)?			
MANAGING BIDIRECTIONAL TRACEABILITY OF REQUIREMENTS				
18	Does a Software Requirements Traceability Matrix (SRTM) exist and include a list of requirements broken down to the lowest testable level?			
19	Have all requirements been traced back to their source?			
20	Have all requirements been traced forward to design, products, test cases, and test verification status?			
21	Has the Software Requirements Traceability Matrix (SRTM) been updated with requirements, as necessary?			
22	Is there a process for adding new requirements to the baseline Software Requirements Traceability Matrix (SRTM)?			

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Y=Yes, N=No, NA=Not Applicable, F=Finding, O=Observation

For more information, please visit the NASA GSFC Software Assurance Website, at <http://sw-assurance.gsfc.nasa.gov>.

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23	Is the Software Requirements Traceability Matrix (SRTM) under configuration management (CM) control?			
24	Is the Software Requirements Traceability Matrix (SRTM) stored in a central location so that all project members can use the same version for their specific activities?			
MANAGING REQUIREMENT CHANGES				
25	Is there a change control process for managing requirement changes?			
26	Are formal meetings held to review and approve all requirement changes?			
27	Does the approval mechanism involve management, as well as the customer?			
28	Does SQA participate in the change control process?			
29	Does the process identify any inconsistencies between the project work and the requirements?			
30	Have all requirement changes (if any) been reviewed and approved by the customer?			
RESOLVING REQUIREMENT ISSUES WITH CUSTOMERS AND DEVELOPERS				
31	Is there a process in place for resolving requirement issues with customers and developers?			
POST ASSESSMENT ACTIVITIES				
32	At the conclusion of the review is an understanding reached on the validity and degree of completeness of the Requirements Management Process?			
33	Did all designated parties concur in the acceptability of the Requirements Management Process?			
34	Are there any risks, issues, or request for actions (RFAs) that require follow-up?			

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35	Is there a process in place for reviewing and tracking the closure of risks, issues, or RFAs?			
36	Were Lessons Learned addressed and captured?			
REFERENCE ITEMS/DOCUMENTS				
<i>IEEE Standard for Software Reviews, IEEE Std 1028-1997</i>				
<i>Capability Maturity Model Integration (CMMI,) Version 1.1</i>				
<i>300-PG-7120.2.2D, Mission Assurance Guide (MAG) for Tailoring to the Needs of Goddard Space Flight Center (GSFC) Projects</i>				
<i>NASA-STD-8719.13, NASA Software Safety Standard</i>				
<i>NASA-STD-8739.8, NASA Software Assurance Standard</i>				
<i>NASA-GB-8719.13, NASA Software Safety Guidebook</i>				
<i>NPR 7150.2, NASA Software Engineering Requirements</i>				

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COMMENTS PAGE ____ **of** ____

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